



**TENNESSEE BOARD FOR LICENSING CONTRACTOR**  
500 JAMES ROBERTSON PARKWAY, SUITE 110  
NASHVILLE, TENNESSEE 37243-1150  
(615) 253-4710 or (800) 544-7693 or Fax (615) 532-2868  
[www.state.tn.us/commerce/boards/contractors](http://www.state.tn.us/commerce/boards/contractors)  
**APPLICATION FOR NAME CHANGE**

**NO FEE**

License ID#: 000 \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Current Licensed Mode of Operation: \_\_ Individual/Sole Prop. \_\_ Corporation \_\_ Partnership \_\_ LLC

**Current Name on License:** \_\_\_\_\_

Address: \_\_\_\_\_

(Address Change: \_\_ Yes - Address above indicates new address / \_\_ No - There has been no change)

Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Owner(s)/Officers and Titles (may submit attachments) listed on license prior to change:**

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

Qualifying Agent(s): \_\_\_\_\_

Current complaints or judgments against this company? \_\_ No \_\_ Yes – Attach Explanation

**NEW COMPANY NAME INFORMATION**

**New Company Name:** \_\_\_\_\_ **\*Mode of Operation:** \_\_\_\_\_

\*Change in mode of operation, must apply for "Transfer"

Change in officers or titles: \_\_ No \_\_ Yes - List below (Owners leaving must complete "Relinquishment" form)

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

Has Qualifying Agent Changed \_\_ No \_\_ Yes - Name: \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**CHECK LIST/ATTACHMENTS**

1. \_\_\_\_\_ Corporations and LLC - Attach a copy of any applicable certificate, such as an amended Charter, Articles of Organization, Certificate of Authority. (These may be obtained from the Tennessee Secretary of State's office at (615) 741-2286 or [www.state.tn.us/sos](http://www.state.tn.us/sos)).
2. \_\_\_\_\_ Contractor's Affidavit – Signed and notarized by owners, officers and QA
3. \_\_\_\_\_ Items pending in our office: \_\_ Renewal \_\_ Revision \_\_\_\_\_ Other: \_\_\_\_\_
4. \_\_\_\_\_ Attach a financial statement in the new name (CPA to complete if limit exceeds \$1,500,000)
5. \_\_\_\_\_ Must be submitted by the last day of the month, prior to Board meeting, for Board review.
6. \_\_\_\_\_ Do not contract or operate in the new name until you receive a revised license in the mail

**IMPORTANT**

- **Change in ownership, merger, reorganization due to bankruptcy or purchase by nonstockholders, must apply for a new license – Do not complete this form!**
- **Change in mode of operation, must apply for "Transfer" which is \$100.00 fee**

\_\_\_\_\_ Denied \_\_\_\_\_ Approved – Upon Receipt of: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Board Member Date

(Rev.11/2005)

**CONTRACTOR'S AFFIDAVIT – NAME CHANGE REQUEST**

1. \_\_\_\_\_  
(List Contractor's New Name as to be Licensed)
- Mode of Operation:** { } Corporation { } Partnership { } Individual { } Limited Liability Company
- 
2. To the best of my knowledge, information, and belief, a petition in bankruptcy { } **\*HAS { } HAS NOT** been filed within seven (7) years preceding the filing of this application from any person who is an officer, owner, partner of this entity. *(If such petition has been filed, attach information and an explanation of the proceedings hereto as part of affidavit.)*
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3. As "Contractor" (owner/proprietor or partner, officer, director, qualifying agent or major stockholder) with this company, firm, or corporation, do hereby affirm, I/we { } **\*HAVE { } HAVE NOT** been convicted of a felony, participated in any other conduct which constitutes improper, fraudulent, or dishonest dealings, involvement with any company who is in violation of T.C.A. 62-6-118. *(If you checked "HAVE", please attach an explanation, court document, probation release, etc. Please note, subject to background check and the Board may deny license based on any felony conviction.)*
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4. As "Contractor", I/we { } **\*HAVE { } HAVE NOT** bid, offered to engage or performed any construction, in the State of Tennessee, where the amount of the contract would require a license to engage in contracting, **in the new name to be licensed**. If so, please attach an explanation.
- 

*I/we affirm in applying to the Tennessee Board for Licensing Contractors for a license name change to engage in contracting with the State of Tennessee, hereby depose and say as follows:*

Information provided in this application is true and correct, submitted to the Board for Licensing Contractors for the express purpose to change the license name of contractor's license, in the State of Tennessee. Further, there has been no change in ownership, merger or reorganization pursuant bankruptcy, which requires a new license.

**\*If you checked "HAVE" or "HAS", please attach explanation-**

***The individual, owners, qualifying agent(s), partners, major officers, controlling stockholders, or Chief Executive Officer duly authorized by the Board of Directors, with this entity, must execute this affidavit***

_____ (Print Name)	_____ (Title)	_____ (Signature)
_____ (Print Name)	_____ (Title)	_____ (Signature)
_____ (Print Name)	_____ (Title)	_____ (Signature)
_____ (Print Name)	_____ (Title)	_____ (Signature)

**Affirmed, witnessed and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.**

\_\_\_\_\_  
(NOTARY PUBLIC)

My Commission Expires: \_\_\_\_\_

(SEAL)

**CONTRACTOR'S FINANCIAL STATEMENT – BALANCE SHEET**

(Rev.NC11/2005)

ADDRESS: \_\_\_\_\_

**Mode of Operation**

- ☐ INDIVIDUAL
- ☐ CORPORATION
- ☐ PARTNERSHIP
- ☐ LLC
- ☐ LLP

<b><u>CURRENT ASSETS</u></b> \$	Dollars Only		
1. Cash on Hand and in the Bank			
2. Accounts Receivable ( <i>Completed Contracts- expected to be collected within one year</i> )			
3. Underbillings on Work in Progress ( <i>Uncompleted Contracts</i> )			
4. Marketable (Trading) Securities, Stocks and Bonds ( <i>List at Cash Value</i> )			
5. Inventories - <i>Materials or Houses Built or Developed Lots for Sale</i>			
6. Retirement Plans (IRA; 401K; Profit Sharing) <i>*(List at Cash Value)*</i>			
7. Cash Surrender Value of Life Insurance			
8. Prepaid Expenses ( <i>Insurance, Taxes, Interest, Rents, Other, etc.</i> )			
9. Other:			
<b>TOTAL CURRENT ASSETS</b>			
<b><u>NON-CURRENT ASSETS</u></b>			
10. Accounts / Notes Receivable ( <i>amounts not due within one (1) year</i> )			
11. Long Term Investments			
12. Land			
13. Depreciable Assets ( <i>buildings, equipment, tools, furniture, fixtures, etc.</i> )			
14. Other Assets ( <i>Non-Current</i> )			
<b>TOTAL ASSETS</b>			
<b><u>CURRENT LIABILITIES &amp; EQUITY (NET WORTH)</u></b>			
15. Credit Cards (total)			
16. Accounts Payable (due within one (1) year)			
17. Overbillings on jobs in progress ( <i>owed to subcontractors</i> )			
18. Equipment Encumbrances ( <i>Notes</i> ) (Due within 1 year)			
19. Real Estate Encumbrances ( <i>Mortgages</i> ) (Due within 1 year)			
20. Other:			
<b>TOTAL CURRENT LIABILITIES</b>			
<b><u>LONG TERM LIABILITIES</u></b>			
21. Accounts Payable (Amount due after 1 year)			
22. Equipment Encumbrances ( <i>Notes</i> ) (Amount Due after 1 year )			
23. Real Estate Encumbrances ( <i>Mortgages</i> ) (Amount due after 1 year)			
24. Billings in excess of costs (uncompleted contracts)			
25. Other:			
<b>TOTAL LIABILITIES</b>			
<b>EQUITY (Net Worth)</b>			
<b>TOTAL LIABILITIES &amp; EQUITY</b>			

(Rev. NC-11/2005)